



## **Fleet Technician Apprentice**

**Job Code: 0558**

Originated: 4/06

Salary Grade: 2122

FLSA: Non-exempt

Revised:

EEO Code: 26

Supervisory: No

HR Ordinance Status: Classified

### **CLASS SUMMARY**

The fundamental reason the Fleet Technician Apprentice position exists is to train and learn to perform basic to moderately complex maintenance and repairs on a variety of automotive and related equipment. This is the Apprenticeship position in the Fleet Technician Mechanic class in the Fleet Management Division of the Public Works Department.

### **DISTINGUISHING CHARACTERISTICS**

The Fleet Technician Apprentice position is distinguished from the Fleet Technician I and II positions by the level of skill, experience and certifications required. This position is assigned to a Fleet Technician III as part of the Fleet Apprenticeship program.

Work is performed under direct supervision of the Fleet Technician III and the Fleet Technician Crew Chief. This classification is non-supervisory.

### **ESSENTIAL FUNCTIONS**

- Diagnoses and repairs mal-functions to minor systems.
- Replaces and adjusts fuel and water pumps, alternators and distributors. Rebuilds parts such as pumps. Re-wires ignition systems, lights, and instrument panels. Relines and adjusts air and hydraulic brakes. Aligns front ends, repairs and replaces suspension systems and shock absorbers.
- Performs routine vehicle and equipment preventive maintenance inspections, checking and replacing fluids, checking and replacing tires, lubricating moving parts, replacing burned out lights, checking and replacing belts and hoses.
- Assists in the overhaul of gasoline and diesel engines.
- Performs minor tune-ups and repairs to diesel engines.
- Performs in-service and out of service vehicle preparation.
- Assists in the overhaul of heavy equipment. Maintains and repairs hydraulic systems. Performs minor welding repairs and does some fabrication of vehicle parts and components.
- Supports other mechanics and is a team player by helping other personnel with their job duties and training on use of tools or equipment.
- Uses a computer to maintain basic records and prepares basic reports. Reads and comprehends service manuals.
- Communicates effectively with customers, supervisors, customer service coordinator, coworkers and other staff.
- Due to the limited number of positions and training required to fill this classification, exceptional attendance is an essential function to this position.

## **MINIMUM QUALIFICATIONS**

### **Knowledge, Skills and Abilities**

Knowledge of:

Methods, tools, materials, and procedures used in the maintenance and repair of automotive and related equipment.

Ability to:

Work evening, nights, and/or weekends and/or a modified workweek.

Possess a complete set of hand tools to use on the job within one year of hire.

Operate a variety of equipment and machinery requiring continuous or repetitive arm and hand movements.

Utilize an automated fleet management information system to record work performed and look up vehicle data.

Lift and move 50 pounds or more.

Work in cramped or confined spaces.

Climb up and down ladders.

Reach overhead and bend or stoop continually.

Maneuver 100 pound tires.

Coordinate visual and manual dexterity to service equipment.

Communicate effectively with users, service writers and other mechanics.

### **Education and Experience**

Must possess a High School Diploma or GED. Completion of at least one year of combination of coursework, study or on the job training as a mechanic is required.

### **Licensing and Other Requirements**

Arizona Driver's license with no major driving citations in the last 39 months.

## **SUPERVISION RECEIVED AND EXERCISED**

The Fleet Technician Apprentice reports to the Fleet Technician III and to the Fleet Technician Crew Chief. This position does not supervise.

## **WORK ENVIRONMENT/PHYSICAL DEMANDS**

*The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Lifts and moves 50 pounds or more.

Works in cramped or confined spaces, climbs up and down ladders, reaches overhead and bend or stoop continually.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*